



CREATING SAFE HAVENS

School Emergency Operations Plans

April 22, 2014



Source: www.maine.gov Photostream barth3794

Program Abstract

We all want students and school staff to be safe. Planning is essential in order for staff to be ready to respond during the first 30 seconds of a critical incident. It helps key employees maintain control.

This program connects the state and federal requirements associated with developing a school plan to prepare and respond to emergencies. This program will help school leaders understand requirements related developing a "comprehensive emergency management plan" (Title 20-A, section 1001, subsection 16) (also known as a School Emergency Operations Plan).



What Is A Safe Haven?

"Our nation's schools should be safe havens for teaching and learning, free of crime and violence."

Source: Henry, Stuart. What is School Violence?: An Integrated Definition. The ANNALS of the American Academy of Political and Social Science. January 2000.



Why Is Safe Haven Important?

"Enhance the ability of teachers to teach and students to learn."



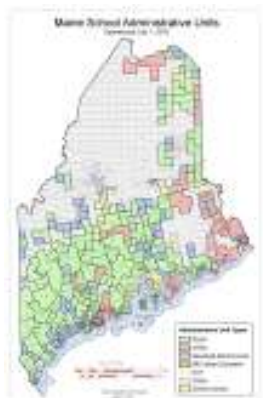
Source: Michael Doran. Safe Havens International

What Type of Hazards Do Emergency Management Plans Cover? **All Hazards**

- 1. Natural
 - Weather, geologic, etc.
 - Damage to humans or the built environment
 - e.g., earthquake, flood, ice, snow
- 2. Technological
 - Events that involve materials created by humans
 - Infrastructure, chemical, mechanical failure, etc.
 - e.g., Bridge collapse, train derailment, plane crash, nuclear accident
- 3. Human Caused
 - Violent human act that is intentional
 - e.g., intruder, shooter, terrorism, cyber event



STATE



Source: Maine DOE

What Is The State Law and Rule?

- **Maine Law – MRS Title 20-A, Section 101.16**
 - Duties of school boards
 - “Comprehensive emergency management plan” (also known as a School Emergency Operations Plan)
- **Maine Rule – 05-071 Chapter 125, Section 10.02-10.03**
 - Basic Approval Standards: Public Schools and School Administrative Units, Emergency Procedures
 - Emergency procedures (a plan)
 - Emergency evacuation drills

NOTE: As state and federal documents are updated over time you may notice that **School Emergency Operations Plans** have different generic or specific titles, i.e., comprehensive emergency management plan, emergency management plan, emergency preparedness plan, etc.

What Are Schools Required To Do?

- **“Comprehensive Emergency Management Plan”**
 - Approved by school board annually
 - Developed by the school unit administration
 - Working with teachers and staff
 - Working with local, county and state public safety officials, fire-fighting personnel, emergency management officials, mental health officials and law enforcement officials to identify and deal with all hazards and potential hazards
 - See Title 20-A, section 101, subsection 16 for more details
- Also known as a School Emergency Operations Plan

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Where Do Schools Begin?

- Your school emergency operations plan is the first step in creating safe havens
- **Work with your County Emergency Management Agency**
 - Your first point of contact for school emergency management planning is your CEMA director
 - 1. Call your CEMA director
 - 2. Schedule a meeting
 - 3. Prepare for the meeting by collecting your facilities data
 - Your CEMA will help you work with:
 - Emergency medical services (EMS)
 - Fire-fighting personnel
 - Hospitals
 - Law enforcement
 - Mental health officials

How Often Do You Update Your Plan?

- **Review and update your school emergency management plan annually**
 - Initiated by superintendent
 - Approved by school board
 - Include your County Emergency Management Agency (CEMA)
 - Include local first responders in the review process
 - Include all teachers and staff in the review process
 - Use accurate, complete and timely data
 - Provide a copy to local first responders
 - Complete by August 15 each year (before school begins)
 - **Focus on quality over speed**

What State Resources Are Available?

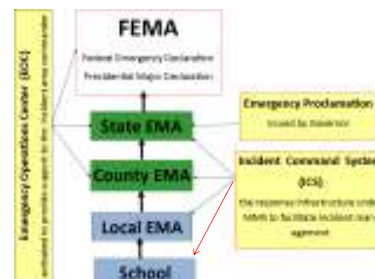
- **County Emergency Management Agencies (CEMA)**
 - Connection between schools and first responders
 - http://www.state.me.us/mema/about/mema_county.shtml
- **Maine Emergency Management Agency (MEMA)**
 - Sample school emergency management plan
 - <http://www.maine.gov/tools/whatsnew/attach.php?id=57541&an=3>
- **Maine Department of Education**
 - School security website
 - <http://www.maine.gov/doe/security/index.html>
 - Maine School Security Guide: Twenty Simple Strategies to Safer and More Effective Schools 4/16/14
 - A tool to determine what you can do to refine your school security
 - <http://www.maine.gov/doe/security/index.html>

FEDERAL



Source: FEMA. Regional Offices

How Are School, Local, County, State and Federal Emergency Plans Connected?



What Is The Federal Law?

“There are no federal laws requiring all school districts to have emergency management plans, most states and schools reported having requirements for such planning, and federal and state governments and school districts provide financial and other resources.”

Source: GAO-07-609, a report to congressional requesters

Federal Emergency Management Agency

- An agency of the U.S. Department of Homeland Security
- Purpose:
 - to coordinate the response to a disaster that has occurred in the U.S. and that overwhelms the resources of local and state authorities.



Source: FEMA

- Most common planning pitfall
 - “the development of lengthy, overly detailed plans that those responsible for their execution do not read” Source: FEMA

What Is The National Incident Management System (NIMS)?

- Comprehensive, nationwide systematic approach to incident management
- Core set of doctrine, concepts, principles, terminology and organizational processes for all hazards
- Scalable and applicable for all incidents

Source: U.S. Department of Homeland Security, NIMS Fact Sheet

What is the U.S. DOE View?

“Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our schools and students. The midst of a crisis is not the time to start figuring out who ought to do what. At that moment, everyone involved – from top to bottom – should know the drill and know each other.”

Source: U.S. DOE. Practical Information on Crisis Planning

What Federal Resources Are Available?

- FEMA – Sample School Emergency Operations Plan 3/11
 - <http://www.training.fema.gov/EMIWeb/emischool/EL361Toolkit/assets/SamplePlan.pdf>
- FEMA – Guide For Developing High-Quality School Emergency Operations Plan 6/18/13
 - <http://www.training.fema.gov/EMIWeb/emischool/EL361Toolkit/assets/SamplePlan.pdf>
- U.S. DOE – Practical Information on Crisis Planning: A Guide For Schools And Communities
 - <http://www2.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>
- Grants



Summary

- State law requires schools to approve, practice and deliver a school emergency management plan
 - Annual updates
- There are no Federal laws requiring schools to provide a school emergency management plan
 - Federal guides provide the consistent structure for emergency management plans and procedures that are vital to save lives

